

White Human Resources
 Green Position Control
 Canary President's Office
 Pink Department Head / Project Director
 Golden Rod Payroll



MISSISSIPPI VALLEY STATE
 UNIVERSITY™

MEMORANDUM OF AGREEMENT

_____ Non-University Employee _____ University Employee _____ Teaching Faculty*

This agreement is made and entered in on _____ between _____
 (Date) (Department)

at **Mississippi Valley State University** and _____
 (the First party) (the Second party)

The Second Party agrees to provide the following services: _____

In return for these services, the First Party agrees to provide payment of \$ _____ for the services rendered during the following period(s) _____.

* This payment will be reduced/prorated if the number of students enrolled for the class is less than the required number by the Office of Academic Affairs.

FIRST PARTY

SECOND PARTY

 President and/or designee

 Name

 Identification Number

 Address

This agreement is binding only upon the signatures of both First and Second Parties.

 Signature

DEPARTMENTAL USE ONLY

This section must be completed prior to presentation of First Party's signature.

SOURCE OF FUNDS

Banner Org. No.: _____

Fund No. _____

Accounting Use

Fund	Banner Org.	Obj. Code	Amount

 Department Chair/Project Director

 Area Vice President
 (refer to Approval Limit Schedule)

 OSP / Title III / Private Grants Director

 Budget Officer / Position Control

 Vice President Business and Finance
 (refer to Approval Limit Schedule)

 President
 (refer to Approval Limit Schedule)